

**CHIEF OF EMERGENCY MEDICAL SERVICES
STUDY GUIDE**

A written examination for the class of **CHIEF OF EMERGENCY MEDICAL SERVICES** to be administered in **SHREVEPORT** on **JUNE 02, 2005**, will consist of approximately **136** multiple-choice questions. The examination will test your knowledge in the following subject areas:

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|--|----------------------------------|
| EMERGENCY MEDICAL SERVICES MANAGEMENT Knowledge of the principles of effective fire service management and administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management of the Emergency Medical Services Division. | 24.3% |
| MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the management, maintenance, and purchasing of emergency medical equipment, property and supplies. | 5.9% |
| FINANCIAL MANAGEMENT Knowledge of the financial management and planning processes of a public agency, including budget preparation; bookkeeping procedures; and overseeing the expenditure of budgeted funds. | 8.8% |
| RECORDS & REPORTS Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for departmental reports. | 8.8% |

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|---|----------------------------------|
| PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive image of the department through contact with the media, other agencies, and the public. | 12.5% |
| SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline. | 21.3% |
| TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor. | 5.9% |
| MEDICAL PROCEDURES AT THE EMERGENCY SCENE Knowledge of first aid, CPR, and emergency medical services sufficient to perform or direct these operations at the emergency scene. (train subordinates in the performance of these duties.) | 12.5% |

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

STREETSENSE, COMMUNICATIONS, SAFETY AND CONTROL, Dernocoeur, Kate Boyd, A Brady Book, Prentice-Hall Building, Englewood Cliffs, New Jersey, 07632, 2nd ed., 1990.

SHREVEPORT FIRE DEPARTMENT EMERGENCY MEDICAL SERVICES OPERATIONAL PROCEDURES, City of Shreveport, August 1996.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Service First Responder, 1st ed., 2000.

Fire and Emergency Services Instructor, 6th ed., 1999.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

EMERGENCY MEDICAL SERVICES, Louisiana Revised Statute 40:1231, et seq.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.